

ALABAMA INDUSTRIAL HEMP PROGRAM

CHECK LIST FOR LICENSED PROCESSOR/HANDLERS

NEW THIS YEAR: Online application and payment ability! We encourage you to complete your 2020 application(s) and payment(s) online, as this is the most efficient way for ADAI to review/process your information. Paper applications and payments may take longer to process and respond to.

- Complete application online:
Documents required: 1) Current criminal background check report
2) Lease Agreement if you are not the landowner of the site
3) Property Owner Affirmation form if you are not the landowner of the site
- Pay one \$200 Non-refundable Registration Fee (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Processor, etc.)
- ONCE APPROVED:** You will receive an email with the Processor/Handler Licensing Agreement with a link to pay online! Print out, and sign/date the Processor/Handler Licensing Agreement included in the email
- Before January 15, 2020:** **MAIL** hard copy of signed/dated Processor/Handler Licensing Agreement to ADAI
- Before January 15, 2020:** Pay \$1,000 per each approved site applied for (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Processor, 2020 Grower, etc.)
- Before January 15, 2020:** Register for the one-day Mandatory Meeting scheduled for the week of February 3-7, 2020. EXACT days of meeting will be announced by December 31, 2019
- Attend one-day Mandatory Meeting in February 2020
- Receive signed Licensing Agreement, License Certificate, and other documents at Mandatory Meeting
- SUBMIT YOUR 2020 PROCESSOR/HANDLER PLAN BEFORE JULY 31, 2020
- Ensure any Licensed Industrial Hemp Growers you contract with, have the required documents (i.e. Release/Movement form(s) and 2020 License Certificate)
- Submit your Post-Harvest Report to ADAI **before** December 31, 2019